

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7040

DENTAC Pamphlet  
No. 700-1

28 September 1998

Logistics  
CONTROL OF PRECIOUS METALS

	<u>Page</u>	<u>Para</u>
HISTORY .....	1	1
PURPOSE.....	1	2
SCOPE.....	1	3
REFERENCES .....	1	4
RESPONSIBILITIES.....	1	5
INTERNAL CONTROLS .....	4	6
REQUISITION OF PRECIOUS METALS .....	5	7
DISPOSAL OF PRECIOUS METAL BEARING SCRAP.....	5	8
INVENTORY .....	5	9
APPENDIX A.....	A-1	
APPENDIX B .....	B-1	
APPENDIX C .....	C-1	
APPENDIX D .....	D-1	
APPENDIX E .....	E-1	
APPENDIX F .....	F-1	

1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. The purpose of this pamphlet is to establish uniform procedures to be followed by all personnel in the responsibility, accountability, control, security, recovery, and disposition of precious metals and precious metal-bearing scrap.
3. SCOPE. This pamphlet is applicable to all precious metals coordinators (PMC), alternate precious metals coordinators (APMC), primary precious metals monitors (PPMM), and alternates who work with and/or handle precious metals within subordinate elements of the U.S. Army Dental Activity (USA DENTAC), Fort Huachuca, Arizona.
4. REFERENCES.
  - a. AR 40-61, Medical Logistics Policies and Procedures.
  - b. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive).
5. RESPONSIBILITIES.

a. The Commander, USADENTAC, is responsible for:

(1) Appointing, in writing, a PMC and an alternate. Copy of the appointing authority memorandum will be forwarded to

U.S. Army Medical Command, ATTN: MCLO-PS. A copy of the appointing memorandum will also be distributed to the Chief of Logistics, USA MEDDAC, Fort Huachuca, AZ.

(2) Appointing, in writing, a PPMM and alternate Precious Metals Monitor (APMM).

(3) Ensure that the designated monthly inventory officer inventories 100 percent of all precious metals (PM) and precious metals-bearing scrap (PMBS) managed within the activity, down to the clinic and lab every month. Only PM and PMBS stored in vaults, safes, supply rooms or being stored awaiting turn-in require accountable records and monthly inventory. All DA Forms 1296 (Stock Accounting Record) (appendix A) and 3949 (Controlled Substance Record) (appendix B) will be inventoried and authenticated as "per inventory." Records indicating zero balance will also be inventoried.

(4) Review DA Form 2064 (Document Register for Supply Actions) (appendix C) used to control PM and PMBS a minimum of twice a year. Review and authentication will be performed during January and June, and only after all PMBS generated during the quarter are turned-in and disposed of. The DA Form 2064 will be annotated after review with the Julian date, followed by the word "review" and the full signature of the reviewer.

b. Chief, Logistics Division is responsible for the following:

(1) Establish and manage a viable Precious Metals Recovery Program (PMRP).

(2) Review the DA Form 2064 used to control receipts and disposals of PMBs a minimum of once each fiscal quarter. Ensure that all entries on the register are supported by a turn-in or disposal document. Annotate after review with the Julian date, followed by the word "review" and the full signature of the reviewer.

c. Precious Metals Coordinator and alternates are responsible for the following:

(1) Establish and maintain (manually) DA Form 2064. All requests for issue and turn-ins of PMBS and disposals to the Defense Reutilization and Marketing Office (DRMO), will be entered on this register. A unique document number will be assigned by the USA MEDDAC Property Book Office (PBO) after requesting in writing. The document number will include a four-digit Julian date and unique four-digit number (fourth digit increasing sequentially if several entries are made the same day). This register is used as a transaction register and all transactions concerning PM, PMBS, and special interest metals (SIM) will be entered.

(2) Establish and maintain DA Form 1296 for each different type of PM, PMBS and SIM managed. All gains and losses will be posted at the time the transaction occurs. The PMC will judiciously limit the amount requested, issued to the clinic/lab PPMM, or stored at the

DENTAC. To requisition PM from the MEDDAC PMC, use DA Form 2765-1 (Request for Issue of Turn-In) (appendix D).

(3) Conduct a semi-annual walk-through review with the MEDDAC PMC during the first and third quarter of each fiscal year. Results of the review and corrective action(s) will be kept for 3 years then destroyed.

(4) The DENTAC PMC incorporates turn-in PMBS in the USA MEDDAC PMC's report.

(5) All PMBS will be turned in to the MEDDAC PMC at least twice a year. The DENTAC PMC will ensure that Runion Dental Clinic will turn in its PMBS in time to meet this requirement.

d. Primary Precious Metals Monitor (PPMM) and alternate are responsible for the following:

(1) The PPMM has overall responsibility for the control, security, collection and turn-in of PM and PMBS generated by the team or lab. A DD Form 1150 (Request for Issue or Turn-In) (appendix E) will be initiated for each type of PMBs for turn-in. All PMBS will be turned in to the DENTAC PMBS twice a year.

(2) Establish and maintain a separate DA Form 3949 for each different type of dental alloy(s) used, and for each different type of PMBs generated within the clinic or lab, except for fixer solution, scrap film and SIMs. DA Form 3949 will be kept at the clinic level for 3 years, plus the current year. Prepare the form as follows:

(a) Ward block—team/lab name.

(b) Date block—calendar year or fiscal year. Leave month blank.

(c) Item block—metal type, SCL code for scrap, NSN, and brief description of the item (i.e., gold, dust, silver, scrap, amalgam), also include unit of issue (UOI).

(d) Day/hour column—Julian or calendar date.

(e) Patient's name—for receipt of DPM, use transaction document number and source of supply. On turn-ins to supporting PMC, use DENTAC document number. Issues to dentist/assistant, use patient's name/case number, or dentist's name and rank.

(f) Ordered by—initials of dental officer/assistant to whom DPM was issued.

(g) Administered by—name and rank of PPMM/APMM issuing turning in DPM/PMBS/SIM.

(h) Expenditures—quantity issued. Any returned DPM will be entered on next blank line as a receipt.

(i) Receipts—amounts received from supply sources.

(j) Balance—quantity on hand of DPM, PMBS, or SIM.

(k) Start a new form at the beginning of each fiscal or calendar year, close out at the end of the year, and start a new page. Pages will be numbered in sequence. All entries will be in ink. Use front and back of each form. These records are part of the audit trail and are accountable records.

(3) A DA Form 2064 does not have to be maintained by the PPMM.

## 6. INTERNAL CONTROLS.

a. Precious metals are those items consisting of or containing metals such as gold, silver, platinum and silver amalgam. Standard precious metals are identified as note “R” in the Federal Supply Catalog and require vault storage. All precious metals must be stored in a safe meeting the requirements of key control provisions of AR 190-51. The combination is limited to the Executive Officer, the PMC, and the alternates. Combinations will be changed when compromise is suspected, every 12 months, or when personnel having access depart, whichever is sooner. Assistance in changing combinations can be obtained from Mobilization, Education, Training and security, USA MEDDAC, by requesting a work order be submitted to the engineers.

b. In no instance will precious metals be exchanged between teams without proper issue, receipt, and documentation.

c. Precious metals not in use, precious metal-containing prostheses, and scrap precious metals shall be secured under lock and key during the workday and under double lock at the end of each workday.

d. Due to large silver alloy capsule containers being unable to fit in the safe, they will be stored in a locked container in the secured supply room.

## 7. REQUISITION OF PRECIOUS METALS.

a. Requisition of precious metals from the supporting Medical Supply Activity will be made only by the DENTAC PMC on a DA Form 2765-1.

b. The team/lab PMM will requisition precious metals from the DENTAC PMC on a DA Form 2765-1 and will document the request on the clinic DA Form 3949.

c. Issues and returns of precious metals for laboratory cases will be made on a DD Form 2322 (Dental Laboratory Work Authorization) (appendix F). Entries will be made for type and amount issued, returned, and used; these figures must correspond to entries on the DA Form 3949. No one may be issued precious metals for laboratory cases unless he or she has been appointed in writing as a responsible laboratory individual or alternate.

## 8. DISPOSAL OF PRECIOUS-METAL BEARING SCRAP.

a. The DENTAC PMC and each clinic/lab PMM will properly consolidate and document for storage and turn-in precious metal-bearing scrap.

b. A DD Form 1150 will be used to include any available information pertaining to the precious metals content (i.e., metal type gold, silver), quantity, and description.

c. The weight of scrap material is considered an “estimated weight” until receipted for by the servicing Defense Reutilization Marketing Office (DRMO). Even though most generating activities do not have scales designed for this purpose (grams/troy ounces), all scrap will be weighed and the weight converted to the applicable unit.

9. INVENTORY. In accordance with AR 40-61, a disinterested officer formally appointed by MEDDAC will perform a monthly inventory of precious metals.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, AZ 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.  
Colonel, Dental Corps  
Commanding

**DISTRIBUTION:**

DSBJ-CDR – 1

DSBJ-RDC - 6